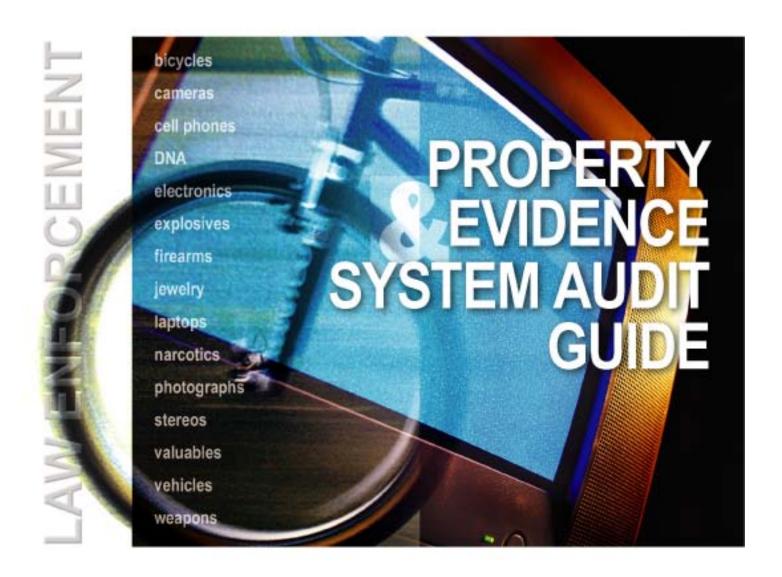
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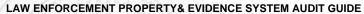


CALIFORNIA COMMISSION ON POST

LAW ENFORCEMENT

Property & Evidence System Audit Guide





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Foreword

This Law Enforcement Property & Evidence System Audit Guide is designed to be used hand-in-hand with the POST <u>Law Enforcement</u>

<u>Property & Evidence Management Guide</u> published in May 2001 and revised in February 2005.

Each chapter heading in the Audit Guide corresponds to its respective chapter within the Management Guide. This corresponding structure allows the individual conducting the property audit easy access to the reference and background information needed to complete the audit.

Please Note: Chapter 7 is included in the Table of Contents as a link to the Legal & Regulatory Issues section of the Management Guide.

KENNETH J. O'BRIEN

Executive Director

Contents

	Foreword	ii
	Introduction	iv
1.	ORGANIZATIONAL CONSIDERATIONS	1-1
	1.1 Agency Profile & Background Information	1-1
	1.2 Organizational Placement	
	1.3 Hours of Operation	
	1.4 Staffing & Facility	1-4
	1.5 Written Policy & Procedures	1-6
	1.6 Flow Charting	1-9
2.	DOCUMENTATION	2-1
	2.1 Documentation & Files	2-1
	2.2 Forms	2-2
3.	STORAGE FACILITIES	3-1
	3.1 Key Control	3-1
	3.2 Facilities	
	3.3 Temporary Storage	3-5
	3.4 Storeroom Information	3-7
4.	PROPERTY & EVIDENCE HANDLING PROCEDURES	4-1
	4.1 Procedures	4-1
	4.2 Property Withdrawal & Return	
	4.3 Safety	4-4
5.	AUDITS & INVENTORIES	5-1
	5.1 Audits	5-1
	5.2 Inventories	5-2
	5.3 Conducting a Random Case Audit	5-3
6.	DISPOSITION & PURGING	
	6.1 Property Disposal	6-1
7.	LEGAL & REGULATORY ISSUES	7-1
	7.1 Please refer to the Law Enforcement Property & Evidence	
	Management Guide, 2005 Edition	
8.	AUTOMATION	
	8.1 Integrity of Automated System	8-1

Introduction

The following introduction is reproduced from Chapter 5 of the POST Law Enforcement Property & Evidence Management Guide, 2005 edition.

An annual audit of property/evidence held by the agency should be conducted by a supervisor/manager or a select group of examiners who are not routinely or directly connected with the control of property and evidence, but are familiar with the agency's protocol. Unannounced inspections of the property and evidence storage areas should be conducted as directed by the agency's executive.

An inspection is conducted to determine whether the property/evidence room is clean and orderly; the integrity of the property and evidence is being maintained; departmental provisions and policies are being followed; property/evidence is being protected from damage or deterioration; employee health and safety is protected; property/evidence accountability procedures are being used; and property having no further value as evidence is being promptly disposed. The employee responsible for supervising the property/evidence controller shares a significant responsibility for the integrity of the property and evidence function.

PURPOSE OF THE AUDIT

The purpose of the audit is not solely to verify compliance, but also to identify areas that may need improvement or updating, and to correct procedural deficiencies. In order to investigate these options, the audit team should be briefed by the agency executive as well as the property/evidence controller(s). The final audit report should bypass intermediate levels and go directly to the agency executive. If problems are present, action should be immediately taken to rectify the situation(s). Internal corrections are much easier if they are made before an agency is under the scrutiny of the court or media.

The audit process is an audit of the system, not individuals. Audits and inventories simply re-assert a smooth-running operation. This basic purpose of conducting periodic and ongoing audits and inventories is to ensure the continuity of the custody of property and evidence. Audits and inventories, on an ongoing basis, will enhance the safekeeping of property and evidence and minimize mismanagement which can easily lead to court cases not being filed, loss of public confidence (and that of collateral criminal justice system agencies), personnel problems, litigation, and possible financial loss.

WHEN TO AUDIT

There should be periodic audits of stored items and completed property transactions. The audit of these transactions should be conducted by examining the case files to verify that notification and release authorizations have been submitted and that a legitimate basis for the release decision clearly exists. These checks ordinarily should apply at least to the more sensitive items, such as firearms, narcotics, currency, jewelry, and other valuables.

Audits should be completed:

- on a scheduled basis;
- · on a random basis;
- when information is received suggesting a breach of system integrity;
- when there is a change of the agency executive; and
- when there is a change of property/evidence controller personnel assignments.

Strong internal control will enhance the reliability and credibility of the property/evidence room and agency. It is the responsibility of management to see that a sound system of internal control is developed and implemented. The agency's designated inspection unit is responsible for evaluating the controls, determining where they are adequate, reporting weaknesses, and providing suggestions for improvements. In addition, regular property/evidence room audits and inventories remind employees that the property and evidence function is vital to the organization.

TYPES OF AUDITS

There are three types of audits:

- A basic audit determines if the minimum legal requirements are being met.
- A procedural audit examines and evaluates the efficiency and effective use of resources. This also includes attention to procedures and management policies.
- An organizational audit examines and evaluates an agency's structure and encompasses plans, policies, and systems.

An audit includes reviewing the overall property and evidence operation, including written documentation (flow charts, property reports, logs); verifying location of property and evidence; and confirming timely and proper disposal of property. The audit is conducted to determine if property/evidence management directives are being followed and if property having no evidentiary value is being disposed of according to agency purging policy.

Scheduled inspections or audits should be conducted at least quarterly. These audits should be reviewed and recorded by the immediate supervisor.

As an additional safeguard, unannounced inspections, or random audits, should be held at the discretion of the agency's executive. One method is to select and review a single case. Using this method, the file is traced through the entire system, including applicable state computer systems, to the current location. This method provides verification that the file is accurate and contains all related forms.

A second method entails the random selection of an item of property or evidence from a storage location. The auditor traces it back through the case file, verifying the file and related documentation.

A third random method consists of the selection of an inactive case file. The auditor traces the file through the system to the property or evidence, or if purged, verifies that all documentation is correct. A physical inspection of the last storage location prior to disposal is recommended to ensure validity.

INVENTORIES

A complete inventory matches every item of property/evidence with its paperwork. The purpose of the inventory is to account for every single item of property and evidence.

When the scale of such a task may be difficult, partial inventories can be conducted by selecting certain storage locations or categories (narcotics, firearms, currency, etc.) and accounting for all property/evidence and paperwork. The inventory instills accountability and integrity to the organization.

Inventories should also be performed upon reassignment of the property/evidence controller. This inventory should be completed by the former property/evidence controller (if possible), the new controller, and the immediate supervisor. If it is impractical to conduct a complete inventory upon reassignment of the property/evidence controller, a random inventory should be conducted.

Inventories should be started in one location (e.g., the top shelf of a bin). Each package or item should be examined for case, control, and item number. Working in a systematic manner throughout the property/evidence room, after several shelves have been documented, the list should be compared to the existing files. As items are located in the file(s), the items should be marked to show verification. As the process continues, each shelf item should match with the paper file(s).

The full inventory should be conducted from the shelf to the file, and not from the file to the shelf.

When completed, the file(s) should be reviewed for items not checked off. Items not checked off are considered to be missing items that should immediately be brought to management's attention.

Property/evidence rooms routinely keep *Unable to Locate* (UTL) files. Managers should inspect these files on a regular basis and employees should promptly report missing items. A UTL file containing several items could be a warning that major problems are occurring. All missing property and evidence should be immediately investigated.

SPECIAL CONSIDERATIONS

In the event items are found on the shelf without documentation, the item should be researched to connect the item to a case. When the item cannot be identified, the item should be listed on a "Found Property Report," held for the statutory period, and then disposed of according to existing laws.

Inventories should be scheduled during non-business hours whenever possible.

The importance of separating firearms, narcotics, and currency has been a continuing theme. This segregation makes the inventory much simpler and adds system credibility.

As audits and inventories are intrinsic to property/evidence room operation, there are areas of special consideration. Comparisons of descriptions do not always address the internal contents. If the evidence seal is intact, the property/evidence system is basically sound. It is not recommended that seals be opened; however, if seals have been broken, contents must be verified and documented prior to resealing. The replacement seal should be initialed, dated, and witnessed.

1.

Organizational Considerations

1.1 Agency Profile & Background Information

Complete the following information for the survey:

AGENCY		3/2/1	37
ADDRESS		2 35	
CITY		STATE	ZIP
PROPERTY CONTROLLER NAME		3/2	
PROPERTY CONTROLLER TITLE	NDARDE		CONTACT NUMBER
SWORN ☐ Yes ☐ No	NUMBER OF PROPERTY CO	ONTROLLE	RS
SUPERVISOR NAME	(CF)		CONTACT NUMBER
DATES OF SURVEY(S):	V		
1.	4.		
2.	5.		
3.	6.		

1.2 Organizational Placement

anizational chart)		
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1.3 Hours of Operation

A. List the days and hours the property function is open to agency staff.

WEEK DAY	OPEN	CLOSE
Monday	□ AM □ PM	□ AM □ PM
Tuesday	□ AM □ PM	□ AM □ PM
Wednesday	□ АМ □ РМ	□ AM □ PM
Thursday	□ AM □ PM	□ AM □ PM
Friday	□ AM □ PM	□ AM □ PM
Saturday	AM DPM	□ AM □ PM
Sunday	□ AM □ PM	□ AM □ PM

B. List the days and hours the property function is open to the **public**.

WEEK DAY	OPEN		CLOSE
Monday		AM □ PM	
Tuesday		AM □ PM	□ AM □ PM
Wednesday		АМ 🏻 РМ	□ AM □ PM
Thursday	5/-	AM □ PM	□ AM □ PM
Friday		AM PM	□ AM □ PM
Saturday		AM □ PM	□ AM □ PM
Sunday		AM PM	□ AM □ PM

1.4 Staffing & Facility

A. Complete the following information for each property employee and/or volunteer.

1)	NAME	☐ EMPLOYEE	☐ FULL-TIME
	TITLE	☐ VOLUNTEER	☐ PART-TIME
	DUTIES		
2)	NAME 5	☐ EMPLOYEE	☐ FULL-TIME
	TITLE	☐ VOLUNTEER	☐ PART-TIME
	DUTIES		
		33	
3)	NAME	☐ EMPLOYEE	☐ FULL-TIME
	TITLE	☐ VOLUNTEER	☐ PART-TIME
	DUTIES		
	100/		
4)	NAME	☐ EMPLOYEE	☐ FULL-TIME
	TITLE	☐ VOLUNTEER	☐ PART-TIME
	DUTIES		

1.4 Staffing and Facility (continued)

5)	NAME	☐ EMPLOYEE	☐ FULL-TIME
	TITLE	☐ VOLUNTEER	☐ PART-TIME
	DUTIES		
6)	NAME	☐ EMPLOYEE	☐ FULL-TIME
	TITLE	☐ VOLUNTEER	☐ PART-TIME
	DUTIES		
		7	
		13	
7)	NAME	☐ EMPLOYEE	☐ FULL-TIME
	TITLE	☐ VOLUNTEER	☐ PART-TIME
	DUTIES		
8)	NAME	☐ EMPLOYEE	☐ FULL-TIME
	TITLE	☐ VOLUNTEER	☐ PART-TIME
	DUTIES		

1.4	Sta	ffing and Facility (continued)	
	В.	Do you rotate property staff? □ Yes	□No
		If yes, how often?	
	C.	Describe your supervisory structure.	
		(3)	
		JON WISSION	
	D.	What is the square footage of each property and evidence facility?	
	E.	How many items of property/evidence are currently on hand?	
	F.	How many items of property/evidence were taken in over the past five years?	
	G.	How many items of property/evidence were disposed of over the past five years?	
1.5	Wr	tten Policies & Procedures	
	Pla	ce a check mark in the corresponding box if a written policy or procedure exists for the following	ı:
	A.	Staffing	No
		1. Classification of employee assigned as property controller	
		2. Classification of employee assigned to supervise the property unit	

1.5	Wr	ritten Policies and Procedures (continued)		
	В.	Property Facilities Security	Yes	No
		Access to property storage areas		
		Property storage keys control		
		Property storage security		
		4. Entry or unusual circumstances documentation		
	C.	Property Handling	Yes	No
		Property classification (evidence, found property, safekeeping)		
		Property depositing and handling:		
		Duties of employees collecting, packaging, and documenting evidence and property taken into custody		
		Items requiring special handling		
		Currency verification (two-person rule)		
		Right of refusal		
		Property controller duties		
		Procedure for property requiring lab examination		
	D.	Property Withdrawal and Return or Transfer	Yes	No
		Property withdrawal		
		Authorized purposes for interim removal of property		
		Persons authorized to withdraw property		
		2) Property return		
		3) Property transfer		
		4) Property tracking while outside of property storage		

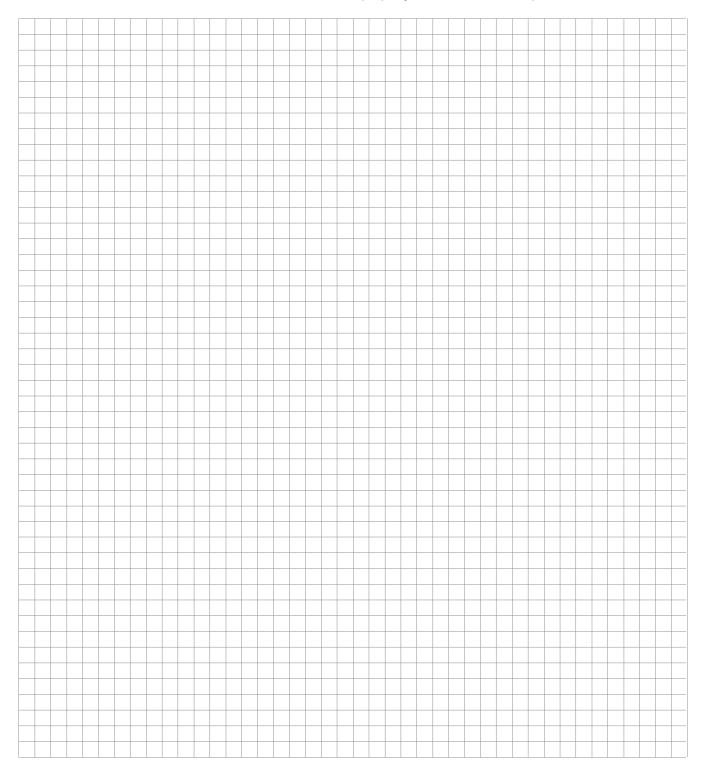
1.5 Written Policies and Procedures (continued) E. Property Disposal Yes No 1. Determining case disposition Written authorization by investigating officer/DA/court before property is released or destroyed..... 2. Authorized method of property disposal Sale or auction Destruction.... Firearms Currency.... 3. Asset forfeiture Narcotics Flammable, explosives, pyrotechnics, ammunition Acquiring property for agency use Acquiring property for other government entity..... Transfer to charitable organization

Bio-hazards.....

10. Hazardous materials......

1.6 Flow Chart

Use this sheet to create a flow chart of the entire property and documentation process.



Documentation & Files

2.1

2

Documentation

	3 3 7 500	333
		N S S S
		1)1/5/6
	KN ON STATE OF STATE	1/3/32
	STANGER	5/5/25
w is property	tracked (control number, case number	er, date, type, bar code, etc.)?

2.1	Do	cumentation and Files (continued)
	C.	How are property records kept after final disposition of a case?
	D.	Is there a different retention period for property records vs. case files? ☐ Yes ☐ No If yes, describe the retention period for each.
		Property records: Case files:
2.2	Fo	rms
	Inc	licate how the transaction is documented by entering the appropriate information.
	A.	A property receipt is issued to the person from whom the property was received or confiscated (1412 PC and 2080.10 CC).
		Form title / number:
		Distribution:
	В.	Identification is attached to each item.
		Form title / number:

2.2

rorms (continued)		
C. A record is ke	pt of all items taken into custody and each item's history while it is in the agence	y's
` .	erty Report, Property Control Report, etc.).	
Form title / nu	mber:	
Distribution (ir	ncluding reason):	
	32	
	5 20- 1556	
	mber:	
Distribution (ii	rotuding reason):	
	17 18 Jun 1840 1 2 19 19 19 19 19 19 19 19 19 19 19 19 19	
	12/2/2	
Where is the	document with final disposition filed?	
	Tie Cod/	
	-	

.2	Fo	rms (continued)
	_	A lab examination and analysis request form is used.
	∟.	A lab examination and analysis request form is used.
		Form title / number:
		Distribution (including reason):
	F.	Data entry is documented for local, state, and federal automated property systems.
		Form title / number:
		Distribution (including reason):
		THE WAY TO BE A STATE OF THE ST
		人名美国第三国 (JOBA) 17 17 F A
		EN 6 3 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -
	G.	Authorized for release/disposal is documented.
		Form title / number:
		Distribution (including reason):
		V

Fo	rms (continued)
	A face to almost be the access as a bit a consequent.
н.	A form is signed by the person receiving property.
	Form title / number:
	Distribution (including reason):
l.	A form is used by agency personnel to request property for follow-up investigation, court appearance, etc.
	appearance, etc. Form title / number:
	Distribution (including reason):
	日本
	100 February 100 11 11 15 16 16 16 16 16 16 16 16 16 16 16 16 16
J.	A form is used to document the transfer of property when it is retained by the court, District Attorney, etc.
	Form title / number:
	Distribution (including reason):

.2	Foi	ms (continued)
	K.	A court order authorizing destruction of narcotics or property (11473 & 11473.5 H&S) is requested by the user's agency.
		Form title / number:
		Distribution (including reason):
	L.	A form is used to notify individuals their property is ready for release.
		Form title / number:
		Distribution (including reason):
		(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)
		10 - 10 - 10 - 10 - 10 - 10 - 10 - 10 -
	M.	A form is used to request and document retention of weapons or property for agency or city/county use (Certificate of Weapon Retention, 12030 PC).
		Form title / number:
		Distribution (including reason):

	TITIS (continuea)
N.	A form is used for taking deadly weapons pursuant to mental health holds (8102 WIC) and don
	violence cases (12028.5 PC).
	Form title / number:
	Distribution (including reason):
	2.5
Ο.	A form is used when exercising right of refusal.
	Form title / number:
	Form title / number:
	Distribution (including reason):
	(5 19) Carlos (19) (19) (19) (19) (19) (19) (19) (19)
Ρ.	List other property forms used by the agency. Use additional blank sheets as required.
Ρ.	
P.	List other property forms used by the agency. Use additional blank sheets as required. 1. Form title / number:
P.	1. Form title / number:
P.	1. Form title / number:
P.	1. Form title / number:
P.	1. Form title / number:
P.	1. Form title / number: Purpose:
P.	1. Form title / number: Purpose: 2. Form title / number:
P.	1. Form title / number:
P.	1. Form title / number: Purpose: 2. Form title / number:

2.2	Forms	(continued)
	•	Francisco de la constanta de l
	3.	Form title / number:
		Purpose:
	1	Form title / number:
	4.	
		Purpose:
		3/351111133 (8)
	5.	Form title / number:
		Purpose:
		(2 / 3 / 11 / 12 / 2 / 3 / 2 / 2
		15 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	6.	Form title / number:
		Purpose:
		(A)
		BANDAROS PLANTS
	7.	Form title / number:
		Purpose:
	8.	Form title / number:
		Purpose:

Key Control

3.1

3.

Storage Facilities

10	Ely English	
		6733
	N HI WAR TO BE SEEN THE SEEN T	2008/
	人名为一种	
		11/3/3/3
	STANGER	55/5/53
ntify all pers	sons who are authorized to have keys	s to the property storage.
	~	

3.1	Key	Control ((continued)					
	D.	How ofte	n are the locks a	nd combinations	changed?			
	E.	Is there a	key control log?				□ Yes	□ No
3.2	Fac	ilities						
	(Att	tach a skete	ch of the floor pla	an of all property	storage areas)			
	Brie	efly describ	e the types and I	ocations of:				
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			1200			19 E.		
			Eras	MATE	DARD	wis		
				1881				
					J/			
	C.	Bulk stora	ge		✓ 			

Fac	ilities (continued)
_	Cold store as
D.	Cold storage
E.	Currency, jewelry, valuables
	P. D
	125 MMISSISSI
F.	Electronic data
_	
G.	Firearms
	129/
Η.	Flammables, explosives, pyrotechnics (including propane and cylinder gasses)

l.	Hazardous materials storage
J.	Homicide evidence
-	
	3/33 11 11 23 8
	COMMISSION IN THE REAL PROPERTY OF THE PERSON OF THE PERSO
<.	Narcotics
-	Office space
	<u> </u>
	V
М	Perishables
VI.	renshapies

3.2	Fac	cilities (continue	d)	
	N	Supplies		
	IN.	Опринез		
	Ο.	Valuables		1
			B 23 - C 3	
			12 OMMISSION	
	P.	Vehicles		
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			10日間 選り 全世界 (15日)	
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			STANDARDS PROVIDENCE	
3.3	Ter	nporary Stora	ge	
	Α	Describe the le	ocation of temporary storage.	
	,		socialism of temperary elorage.	Photo #

Temporary Storage (continued)

3.3

		Photo #
	AAA	
December the leader	((((((((((((((((((((
Describe the locks	used for temporary storage.	
		Photo #
	5 25	
	S COMPANY OF THE PROPERTY OF T	
	Toler It I was a second	
Describe the constr	ruction of materials used for temporary storage.	
Ty.	S/ H 60 5 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Photo #
		FIIOLO#
,		
	人名义是为一个人	
	12 V 18 18 18 18 18 18 18 18 18 18 18 18 18	
nments:	MAR STANDAR PENNS	

Storeroom Information			
	elow as they pertain to each nd indicate the type of store		
☐ Primary storeroom			
Also known as:			
☐ Secondary storeroom			
Also known as:			
☐ Flammables, explosives	s, pyrotechnics storeroom		
Also known as:			
Off-site storage			
Also known as:	COMMISSI	01/2	
	1/2/2	Of the last of the	
A. Bins/shelves – alpha/nu	meric ID	18 0 18 T	D. 1. 11
25.3			Photo #
12		11/5/5/5	
3. Ceiling	STANDAR	5 /12 3	
, , ,	De Fog		Photo #
C Evit doore motorial la	aka hingaa		
C. Exit doors – material, lo	cks, ninges		Disaster #
			Photo #

4	Sto	preroom Information (continued)	
	D.	Floor	
			Photo #
	F	Gun racks	
	∟.	Cultitations	District.
			Photo #
		123 MMISS, COLD	
	F.	Heating / venting ducts	No. of the second
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Materials handli	ng equipment]
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Safe			
			Photo #
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. Security system			7
			Photo #
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		// / /	
	12 000	18/5	1
1. Alarm system	n (monitor sensor, silent/audible, perir	neter, etc.)	
Who monitors	s?		

Storer	oom Information (continued)
2.	Duress alarm
	How does it work?
	TOTAL GOODS IN WORK
	5
	ON MISSION
2	Consider the second of the sec
3.	Surveillance cameras
	12 10 12 12 13 13 13 13 13 13 13 13 13 13 13 13 13
	Brance ANDAR DANS
	Who monitors?
	Are they taped? Yes
	If yes, how long are the tapes stored and where are they stored?

If ye	es, who reviews?	
	<u>(C 1)</u>	
L. Walls	BAN JANG	Photo #
	1955 MISSING	1 11010 #
	O STATE OF THE PARTY OF THE PAR	
M. Window	ALC 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
VIII VIII GOV		Photo #
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	STANDARDS STANDARDS	
N. Other		
IV. Cuici		Photo #





Property & Evidence Handling Procedures

4.1	Pro	ocedures		
	A.	Is property classified as:	Yes	No
		1. Found property		
		2. Property for safekeeping		
		3. Evidence		
		4. Search warrant		
		5. Property for destruction		
		6. Contraband		
	В.	Property and forms preparation and submission:	Yes	No
		1) Is a property preparation area provided?		
		2) Are proper packaging and labeling materials provide	d?	
		3) Does the agency provide evidence processing manu	als to the employees?	

dures (continued)
How is property submitted or secured after packaging?
Mag
How is right-of-refusal exercised?
3 22 3 3
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Seo William On
The state of the s
escribe investigation's responsibility in the property process.
(20)
Francisco Providence
you have a photo-and-release process? 🗆 Yes
yes, describe.
res, describe.

1. Request	for property
	AA .
2. Property	transfer to officer

Pro	perty Witho	drawal & Return (continued)		
	4 Deturn			
	4. Return o	or property to storage		
В.	How do you	u monitor whether withdrawn evidence is returned?		
		GOMMISSION S		
		(S) 品质 應 经型型 (TS) (E) (F)		
Saf	ety			
۸	Training			
Λ.	-			
	•	V		No
	• Vac	cinations		
	• Med	lical treatment		
	• Exp	osure counseling		
	B.	A. Training 1. Do you • Vac • Med	A. Training 1. Do you conduct training on the following? • Vaccinations • Medical treatment	4. Return of property to storage B. How do you monitor whether withdrawn evidence is returned? Safety A. Training 1. Do you conduct training on the following? • Vaccinations

4.3	Sa	fety	(continued)		
	В.	Dor	roand Protective Equipment (PDE)	Yes	No
	D.		rsonal Protective Equipment (PPE)		INO
		1.	Do you provide air-purifying respirators?		
			If yes:		
			Is fit testing conducted?		
			When was training last conducted?		
			Describe the type of respirators.		
			E 200 (S)		
			1250 MISS/COLOR		
			Comment of the State of the Sta		
			(C) 5 (2) (B) (B) (B) (B) (B) (B) (B) (B) (B) (B		
		2.	Do you provide gloves?		
		3.	Do you provide protective clothing?		
		4.	What decontamination equipment is provided?		
			Eye wash stations		
			• Showers		П
			Other (describe)	_	
			Curici (desaribe)		

4.3	Sa	fety	(continued)		
	C.	Ve	ntilation	Yes	No
		1.	Is a fuming hood provided?		
		2.	Is velocity testing conducted?		
		3.	Does the ventilation system exhaust directly to outside air?		
		4.	Do you have a blood-borne pathogen drying room?		
	D.	Bic	o-hazards	Yes	No
		1.	Supplies		
			Do you provide appropriate containers and bags?		
			Do you provide sharps containers?		
		2.	Training		
			Was initial training conducted?		
			Are annual training updates conducted?		
			Are legal updates conducted?		
	E.	На	zardous materials	Yes	No
		1.	Do you disconnect the battery on stored vehicles?		
		2.	Is appropriate signage (including safety placards) provided?		
		3.	Do you provide a safe storage area for chemicals?		
	F.	Fla	nmables	Yes	No
		1.	Are appropriate storage containers explosion-proof?		
		2.	Is the flammables storage area appropriately ventilated?		
		3.	Is outside storage provided for flammables?		
		4.	Is ammunition/black powder stored separate from other property?		
		5.	Are explosives picked up by the bomb squad and disposed of?		

4.3	Saf	ety	(continued)		
	G.	Do	cumentation	Yes	No
		1.	Are safety manuals provided to employees?	□	
		2.	Is there an active safety committee that meets on a regular basis (with minutes)?	□	
		3.	Has an emergency evacuation plan been developed?	□	

4.4 For additional information on safety issues, consider the following resources

- American Red Cross
- American Liver Foundation
- · Centers for Disease Control
- Department of Public Health
- Department Safety Committee
- Environmental Health

- Federal / State OSHA guidelines
- Fire Department (HazMat)
- Local Bomb Squad
- Local Building Inspector
- Local Risk Management
- State Fire Marshal

POST

Audits

5.1



Audits & Inventories

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	e of the last property system audit, the name of the auditor, cumentation.	
ovide the date		

5.2

Inv	entories
A.	Describe how your agency inventories the property system.
	$(A \setminus A)$
B.	Provide the date of the last property system inventory, the name of the person conducting
	the inventory, and inventory documentation.
	40 5 TO 10 10 10 10 10 10 10 10 10 10 10 10 10
	(EX. 6) (8) (1) (2) (3) (3)

5.3 Conducting a Random Case Audit

A. Active Case File

Randomly select a representative sample of case files in the records section involving property. Include cases involving firearms, narcotics, jewelry, and cash. Follow the paperwork/automated trail to the stored property.

B. Stored Items

Randomly select a representative sample of items stored in the property room. Include cases involving firearms, narcotics, jewelry, cash, found property, and property for safekeeping. Follow the paperwork/automated trail back to the property room file and the case file in the records section.

C. Completed Property Transactions

Randomly identify a representative sample of closed cases. Include cases involving firearms, narcotics, jewelry, and cash (including asset seizure transactions). Track the process from receipt of property by the booking officer to the disposal of property.

D. Items Checked Out to Court, Lab, Other Agency, Officer, etc.

Verify chain of custody on any evidence temporarily withdrawn.

(ATTACH SAMPLES OF LOCAL AGENCY AUDIT FORMS)



Property Disposal

6.1

A.

6.

Disposition & Purging

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6.1	Prope	rty Disposal (continued)
	3.	Counterfeit currency
	4	Currency, jewelry, and valuables
	٦.	ouncincy, jewelly, and valuables
	5.	Firearms/weapons
		BOOK STANDARD BOOK

6.1

	sposal (continued) mable, explosive, pyrotechnics, and ammunition	
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7. Foun	nd property	
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J. Gene	sal evidence	
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6.1	Prope	erty Disposal (continued)
	9.	Hazardous materials
	10.	Narcotics
		3/3300
		\\ \(\tau_{\text{\tin}\text{\tex{\tex
	4.4	
	11.	Safekeeping
		BOND STANDARD DUNG

Pro	perty Disposal (continued)
В.	How is property returned to the owner?
В.	How is property returned to the owner:
C.	How is property returned to the finder?
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D.	How is property auctioned?
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6.1	Property Disposal (continued)	
	E. How is property transferred to charitable organizations?	
	F. How is property converted to department use by your agency or another government agency?	
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7.

Legal & Regulatory Issues

7.1 California Code References

For an alphabetical index, by subject, of California codes and a quick reference table to abbreviations used for the legal code sections relating to property and evidence, please refer to Chapter 7 of the Law Enforcement Property & Evidence Management Guide, 2005 Edition.

POST

8.

Automation

8.1	Integrity of Automated System		
	A. Is the property tracking process automated?	🗆 Yes	□ No
	B. Does the automated system include bar coding?	🗆 Yes	□No
	C. Is it a commercially packaged program?	🗆 Yes	□No
	If yes, what is the brand name?		
	(5.7) CONTRACTOR (1) (3/3/3/3)		
	STANDARDS STANDARDS		
	DE IT LOS		
	D. Is it an in-house developed program?	🗆 Yes	□No
	If yes, who designed and programmed it?		

8.1	Int	egrity of Automated System (continued)
	E.	Does the property automated system interface with systems internally
		and externally? ☐ Yes ☐ No
		If yes, identify the systems.
		B 22 - (3)
		125 MM 185/622
	F.	Describe how the data in the system is backed up.
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		ST 35 /5 5
		PART PART PERMI
	G.	Who manages and maintains the automated system?

8.1	Integrity of Automated System (continued)
	H. Name the persons who have access to the system.
	n. Name the persons who have access to the system.
	What are the functions the system can perform?
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	1) = 3=000 per 100 (1) (5)
	J. Describe system security.
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